

LANSING POLICE DEPARTMENT

**NEIGHBORHOOD**

**WATCH**

START UP PACKET



# Neighborhood Watch



*Making Lansing safer, one block at a time*

2009

Dear Lansing Citizen:

Thank you for your interest in the City of Lansing's Neighborhood Watch initiative. Whether you have immediate concerns for your safety, or an overall interest in community building, Neighborhood Watch offers a proven strategy for preventing crime and improving the quality of our community.

Even amid today's hectic lifestyles, Neighborhood Watch provides a time-effective framework for community members to support each other and to work in partnership with the police department. In addition to preventing crime, a Neighborhood Watch can work to resolve problems, enhance quality of life, and even increase the value of homes in your area. And, while there are certainly some standard components to Neighborhood Watch programs, we are eager to work with you to tailor an approach that meets your and your neighbors' needs.

Are you concerned about your family's or your home's security, feeling safe on your street at night, illegal activities in your neighborhood? What about emergency and disaster preparedness? Do you know whom to call when you have a problem? My role as your Neighborhood Watch Liaison Officer is to work with you to customize a Neighborhood Watch program that addresses your area's needs.

Enclosed are some basic materials on Neighborhood Watch. After reading them, please fill out the enclosed form, or contact me directly at 517-272-4787 so that we can discuss any additional questions or concerns you may have. I look forward to hearing from you and to working with you and your neighbors!

Sincerely,

Officer Sarah Nolen  
Neighborhood Watch/ Community Service/ Crime Prevention Officer

## **WHAT IS A NEIGHBORHOOD WATCH?**

A Neighborhood Watch is an organized effort by concerned citizens to improve the quality life in their neighborhood. In cooperation with the police department, neighbors work to safeguard each other's homes and reduce the risk of crime in their community.

## **HOW IS A NEIGHBORHOOD WATCH ORGANIZED?**

A Watch consists of a Coordinator, Block Captains, and Watch Members. The coordinator serves as the liaison between the Watch and the department. The coordinator also is responsible for sharing information with the Block Captains. Block Captains keep Watch Members who live in their block updated about important information. Watch Members are the "eyes and ears" of the Watch. The success of a Neighborhood Watch depends on neighbors who are alert and who communicate with each other.

### **NEIGHBORHOOD WATCH POLICE OFFICER**

#### **COORDINATOR**

#### **BLOCK CAPTAIN 1**

**MEMBER**  
**MEMBER**  
**MEMBER**

#### **BLOCK CAPTAIN 2**

**MEMBER**  
**MEMBER**  
**MEMBER**

#### **BLOCK CAPTAIN 3**

**MEMBER**  
**MEMBER**  
**MEMBER**

## **WHAT ARE THE COORDINATORS DUTIES?**

1. Call the Crime Tape or check Citizen Observer on a daily basis for updated crime in your watch area.
2. Pass important information on to Block Captains
3. Maintain a phone list for the watch area. A copy of the list must be provided to the Neighborhood Watch Officer once a year.
4. Organize at least one meeting a year.

## **WHAT ARE THE BLOCK CAPTAINS DUTIES?**

1. Recruit residents to join the Watch, especially when someone new moves in the area.
2. Share the information with Watch Members.
3. Help the Coordinator when necessary.

## **WHAT ARE THE WATCH MEMBERS DUTIES?**

1. Pay attention to what goes on in the neighborhood and report suspicious activity to the police.
2. Work with the Block Captains and the Coordinator to solve problems in the neighborhood.
3. Attend any neighborhood meetings, which the Coordinator organizes.

## **HOW DO WE GET STARTED?**

1. Talk with your neighbors to generate interest in Neighborhood Watch.
2. Meet with the Neighborhood Watch Officer.
3. Make a phone list or communication mechanism. Include each Watch Member's address, phone number, and email.
4. Organize your first Neighborhood Watch meeting. There are meetings rooms available at the North and South precinct or you can meet at a local school or church. You may also choose to have it at your home.

## **Operations and Maintenance of Neighborhood Watch.**

Written operating instructions serve a number of functions. First, informal practices that have been adopted on a basis of usefulness are made standard practice. Second, operating procedures are useful guides for new members during training. Third, operating procedures also provide continuity over time; consistency between members; and a standard against which behavior can be evaluated. The operating procedures listed here are general in nature and can be tailored to fit a watch's specific needs.

- I. Establish the watch principles, goals, and methods of operation. Contact Lansing Police and share your principles, goals, and methods of operation prior to instituting and have them cleared.
- II. Some form of identification (window decals) will be issued to homes of the participants.
- III. Establish feedback channels so member's ideas will reach the watch leaders.
- IV. Establish a procedure to honor meritorious service.
- V. DO NOT engage in physical contact.
- VI. DO NOT respond to police calls.
- VII. DO NOT engage in neither a foot nor a auto chase.
- VIII. DO NOT physically assist the police unless requested.
- IX. DO NOT question suspects.
- X. DO NOT REPRESENT YOURSELF AS A POLICE OFFICER.

## **OTHER IMPORTANT INFORMATION**

- There is a Neighborhood Watch Advisory Board which governs and supports Neighborhood Watch Organizations and Watch's in Lansing. There are many people who are anxious to help your watch succeed. The Board Members can also be your assigned Mentor through the implementation of your new watch.
- Phone lists are strictly confidential. They are only to be shared with Block Captains and the Neighborhood Watch Officer.

- Coordinators are encouraged to attend the bi-monthly meetings held by their team Sergeant. These meetings are an opportunity to meet the officers who work in the team area and to share information and concerns with the officers. The Team meeting schedule and team area information can be provided by the Neighborhood Watch Officer.
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- Coordinators and Block Captains are encouraged to attend the two yearly Coordinators meetings sponsored by the Neighborhood Watch Advisory Board. The meetings are held in April and October.
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- Coordinators are expected to call the Crime Tape line or log onto Citizen Observer every Monday through Friday to check on recent activity. The Coordinators disseminates the information from the tape to the members using the communication mechanism. The information shared is essential in running your watch.
- The neighborhood Watch signs will be posted on the outside of the boundaries of active Neighborhood Watch areas.
- The Lansing Police Department has taken the City and divided it into four sectors. Sector 1 and 2 are north, 3 and 4 are south. You will need to know your sector and Watch number to get information off the Crime Tape and Citizen Observer. The Neighborhood Watch Officer can provide you with the information.
- The Neighborhood Watch Officer hosts training four times a month. The training consists of crime prevention issues such as child safety, identity theft, securing your home, and strategic planning for your watch. The Coordinators may attend the training and take the information back to the members to disseminate it. The training schedule is provided.

## **THE LANSING POLICE DEPARTMENT**

- The city is divided into sixteen separate “Team Areas”. The railroad tracks, south of I-496 divides the north from the south precincts. Each Team area is assigned a sergeant and several officers that are responsible for handling calls, patrolling, and problem solving in your area. The Neighborhood Watch officer can provide you with your Team Area information. The team sergeants and officers all have voice mailbox numbers for you to contact them.

- Each year, the Lansing Police Department sponsors a Neighborhood National Night Out during which Watch areas are encouraged to have block parties. The City provides street barricades for those areas which preregister, allowing you to gather with your neighbors in the roadway. McGruff, Canine Officers, Police Officers, and Fire Trucks visit your parties to entertain children and adults. The format is limited only by your imagination. In the past, neighborhoods have had ice cream socials, potlucks, petting zoos, bike parades, live bands, and games.

## **HOW TO CALL THE POLICE**

The 911 system is designed to handle the following types of situations:

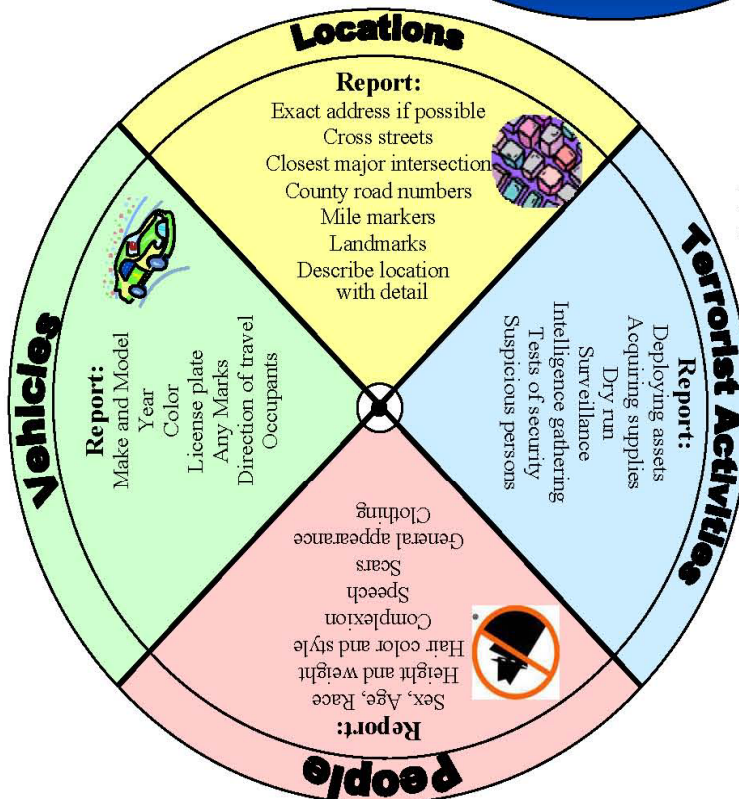
- LIFE THREATENING EMERGENCIES
- MEDICAL EMERGENCIES
- CRIMES IN PROGRESS
- Please do not call 911 if there is no emergency. The 911 operators are specifically instructed to handle only emergency calls. When you call 911 the operator will assess your situation and may instruct you to call back on the non-emergency line, 517-483-4600. Please do not let this deter you from calling. Remember, sometimes there are only two 911 operators that can only handle nine calls at a time.
- Use the non-emergency number you need to report something that is not an emergency.
- When you see a suspicious activity, call the police! The operators are trained to decide whether or not your situation warrants police response. Calls are dispatched on a priority system, with emergencies first. Even if an officer is unable to respond as quickly as you would like, it is still important for you to report the suspicious activity. If an officer is going to respond, the dispatcher will decide when to send the officer to your location.
- Also provided in this packet, is a list of important phone numbers. These phone numbers range from Code Compliance to Ingham County Animal Control. We encourage Coordinators to problem solve the issues and use the phone list as a resource. If help is needed, contact your Neighborhood Watch Officer, Team Sergeants, and Officers.

## Reporting Pinwheel

1. Print the pinwheel on one sheet of paper. The front and back pieces are already in line. If printing does not work the first time you may need to turn the paper around in your printer.
2. Cut out both the top and bottom pieces. Cut out the gray area of the top piece. Laminate for sturdiness if desired. Create a small hole on the black dot in the center of both pieces.
3. Attach pieces together with a brad, which can be found at your local office supply store.
4. Neighborhood Watch Volunteers should use as a reference tool for what and how to report suspicious activities to local law enforcement.



Top piece



Bottom piece front

## **SAMPLE REPORTING SUSPICIOUS PERSONS AND ACTIVITIES**

We must all work together in an effort to improve the quality of life in our neighborhoods. One method by which we can accomplish this goal is to strive to reduce criminal opportunities through an active Neighborhood Watch program. This program requires that we be both observant and aware of persons and events in our neighborhood. We must learn to recognize happenings of a suspicious nature and overcome any reluctance we might have in reporting these observations to the Lansing Police Department. The following is a general list of activities, which should be reported to the police:

1. Subjects(s) forcing entry into a house, garage, or vehicle.
2. Subject(s) running from a house.
3. Subjects(s) walking around a house, checking doors, windows, ect., or who appears to be attempting to hide from view.
4. Subject(s) who rings the doorbell and then goes to the rear of the house.
5. Subject(s) loitering in the neighborhood or who appear out of place or are unknown to you.
6. Anyone with a weapon.
7. Any unusual noise, regarding time of day; for example, screaming, breaking glass, loud crashing, prying, or any audible alarm.
8. Subjects(s) carrying what may be stolen equipment; for instance, radios, TV's, stereo equipment, or large sacks, bags, or pillow cases, that appear full.
9. Any strange car that is parked on street or circling block; also could be parked in neighbor's driveway.
10. A solicitor who does not appear to have a valid reason for coming to your door; seems overly aggressive or forceful; appears hesitant; does a lot of unnecessary looking around; or asks unusual questions concerning you, your home, or your daily habits.

In order for this information to be useful to the police department, it must be reported as soon as possible-immediately if practical. When reporting this information, remember you should attempt to GET AN ACCURATE DESCRIPTION OF THE INDIVIDUALS AND VEHICLES INVOLVED, INCLUDING LICENSE PLATE NUMBERS AND DIRECTION ON TRAVEL.

# SAMPLE NEIGHBORHOOD WATCH MAP

## CEDAR STREET NEIGHBORHOOD WATCH

Mike and Cindy  
Smith  
101 Cedar St  
555-3333

Bob and Lucy  
Jones  
103 Cedar St  
555-8888

Linda Waters  
105 Cedar St  
555-9999

VACANT  
107 Cedar St.

Scott Seasons  
109 Cedar St  
555-8181



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### CEDAR STREET

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Ann Klein  
100 Cedar St  
555-1111

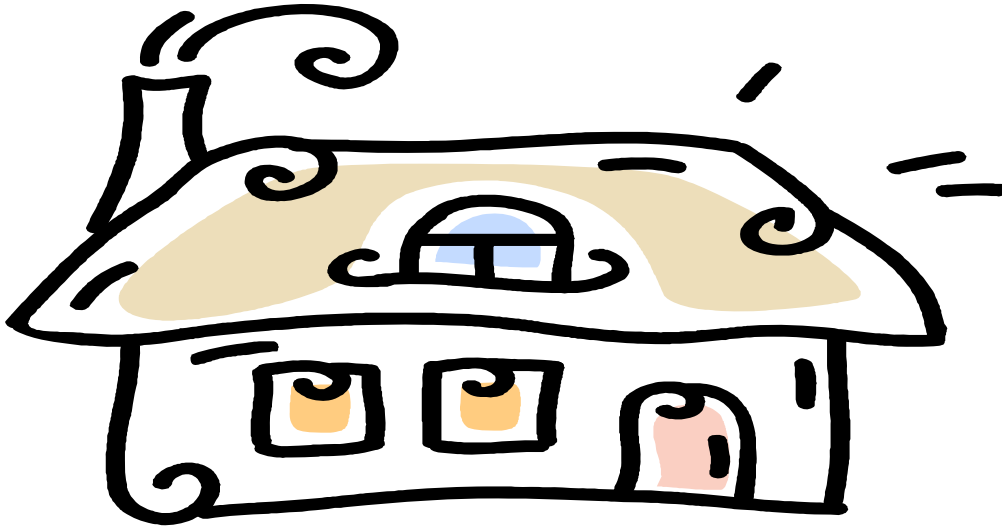
John Peters  
102 Cedar St  
555-1211

Craig and Mary  
Williams  
104 Cedar St  
555-1344

Hilliary Wing  
106 Cedar St  
555-6785

Greg Wilson  
108 Cedar St  
555-4456

SAMPLE FLYER



**OUR NEIGHBORHOOD IS UNDERTAKING A PROGRAM TO REDUCE THE OPPORTUNITY FOR RESIDENTIAL BURGLARIES AND THEFTS TO OCCUR BY ESTABLISHING A NETWORK FOR CONCERNED CITIZENS TO COMMUNICATE WITH OTHER NEIGHBORS AND THE LANSING POLICE DEPARTMENT REGARDING CRIME-RELATED PROBLEMS.**

**THE SECURITY OF OUR RESIDENTIAL LIFE DEPENDS UPON OURSELVES. NO POLICE DEPARTMENT CAN EFFECTIVELY PROTECT LIFE AND PROPERTY WITHOUT THE SUPPORT AND THE ACTIVE COOPERATION OF THE CITIZENS WHOM IT SERVES.**

**WE WOULD LIKE TO INVITE YOU TO ATTEND AN ORGANIZATIONAL MEETING FOR OUR NEIGHBORHOOD WATCH. THE MEETING WILL BE HELD ON:**

**TIME:**

**DATE:**

**LOCATION:**

**BY MEETING TOGETHER, WE HOPE TO EXPLAIN THE GOALS OF OUR WATCH, ILLUSTRATE SIMPLE HOME PROTECTION TECHNIQUES, AND DISCUSS WAYS WE CAN REDUCE THE OPPORTUNITY FOR CRIME TO OCCUR IN OUR NEIGHBORHOOD.**

Signature

Address

Phone Number

## **SAMPLE INVITATION LETTER**

Dear Neighbor,

Our neighborhood is undertaking a program to reduce the opportunity for residential burglaries and thefts to occur by establishing a network for concerned citizens to communicate with other neighbors and the Lansing Police Department regarding crime-related problems.

The security of our residential life depends upon ourselves. No police department can effectively protect life and property without the support and the active cooperation of the citizens whom it serves.

We would like to invite you to attend an organizational meeting for our Neighborhood Watch. The meeting will be held on **MONTH, DATE, YEAR** at **TIME** at **ADDRESS**, Lansing, Michigan **ZIP CODE**.

We hope that you will be able to attend and learn what we can do together to make our neighborhood a better place to live.

By meeting together, we hope to explain the goals of our watch, illustrate simple home protection techniques, and discuss ways we can reduce the opportunity for crime to occur in our neighborhood.

Signature

Address

Phone Number

NAME	ADDRESS	PHONE	EMAIL

## **SAMPLE SIGN UP SHEET AND MEMBER LIST**



The following is the new schedule for the Neighborhood Watch Training Program. The program has been moved to Wednesday's to better accommodate the schedules of Neighborhood Watch participants. Each month the training will now be held at the South Precinct. All training can be e-mailed in a Power Point presentation form or a hard copy can be obtained from either Ofc. Churchill or Ofc. Nolen. All training is meant as a tool that you will be able to take back to your community and provide training in your Neighborhood.

**HOPE TO SEE EVERYONE THERE!**

DATE	TOPIC	PRECINCT	DAY OF WEEK
Jan 7	Home Security	South Precinct	Wednesday
Jan 21	How to Start a Neighborhood Watch	South Precinct	Wednesday
Feb 4	Internet Safety	South Precinct	Wednesday
Feb 18	How to Start a Neighborhood Watch	South Precinct	Wednesday
March 4	Home Security	South Precinct	Wednesday
March 18	How to Start a Neighborhood Watch	South Precinct	Wednesday
April 1	Identity Theft	South Precinct	Wednesday
April 15	Emergency Preparedness	South Precinct	Wednesday
May 6	Home Security	South Precinct	Wednesday
May 20	How to Start a Neighborhood Watch	South Precinct	Wednesday

**ALL TRAINING IS FROM 6-8 PM**

# CITIZEN OBSERVER

**Dear Lansing Neighborhood Watch,**

The **Lansing Police Department** would like to inform you about a new program we have begun in Neighborhood Watch. As of **May 12, 2008**, we will have successfully begun a new neighborhood watch web based program. The program is Citizen Observer. This program will be successful for many reasons. First, the Neighborhood Watch officers will be sending you an email or text message everyday, excluding weekends, that will include all the crime that occurred on the previous day. Instead of calling the crime line everyday, you will just check your email as needed. Another benefit is, instead of calling everyone in your watch, all members can sign up to receive the email. All we need for you to do is, sign up on Citizen Observer. It is a very easy process.

1. Go to **CitizenObserver.com**
2. From the front page, look under the Citizens section, and select the link, **Sign up for Alerts**
3. You will be prompted to enter in your **general information**. This is for the neighborhood watch officer. Please enter the information and then choose an email you would like to receive alerts at. You must also enter a password. This is so you can login and sign up for additional alerts or check postings on the website. Last, check the box of your desired way of receiving important information from the Lansing Police. You can choose to get emails or even a text message on your phone. You can choose both if you would like. Click **next**.
4. Choose the **precinct** that you live in, **north or south**. You may choose both if you would like to get alerts on crimes from the north and south.
5. Click next and you will then be prompted to find and choose your watch area. We have entered every watch and association in the City of Lansing. Please **select your watch**, and check the box as a watch member, or captain/coordinator. Click **next/complete**.
6. You are finished! You will now begin to receive a daily email about the crime alerts in Lansing. We also have posted several important lists on the website, such as Team Sgt's information and the neighborhood watch training schedule.

The crime lines will continue to be accessible for those who do not have computer access, however, the numbers have changed. You will receive information on the line exactly as you would on citizen observer and it will also be daily, with exception of the weekends. The **North Precinct number is 483-4322** and the **South Precinct number is 483-4035**. The crime tapes will no longer be separated by sectors. You can stop into the precinct on any training day and we can help you set up your alert access to Citizen Observer. You can also call us and we can guide you through the process.

Thank you Officer Sarah Nolen

## Captain Teresa Szymanski 272-7452

### Lt. Jim Kraus - 272-7667 – Day Shift

#### Team 09 – Sgt. Koenigsknecht #384 (272-7488) Day Shift

A. Hogan (9553) Day Shift  
Q. Scroggins\* (0000) Day Shift  
J. Bock (9530) Afternoon Shift  
K. Lowe (9374) Afternoon Shift  
J. Colby (9021) Night Shift  
D. Belill (9275) Night Shift

**Sgt. Frank Koenigsknecht** – [fkoenigsknecht@lansingmi.gov](mailto:fkoenigsknecht@lansingmi.gov)

#### Team 11 – Sgt. R. Cressman #317 (272-7489) Day Shift

J. Sinke (9564) Day Shift  
J. Cutler (9297) Day Shift  
B. Whitsitt (9126) Afternoon Shift  
D. Porter (9294) Afternoon Shift  
R. Hon (9273) Night Shift  
M. McGonegal (9295) Night Shift

**Sgt. Ryan Cressman** – [rcressman@lansingmi.gov](mailto:rcressman@lansingmi.gov)

### Lt. Tony Nettles - 272-7495 - Afternoon Shift

#### Team 10 – Sgt. W. Byrnes #305 (272-7666) Afternoon Shift

J. Berry (9470) Day Shift  
E. Guerra (9272) Day Shift  
C. Ford (9024) Afternoon Shift  
K. Pratl (9515) Afternoon Shift  
J. Garcia (9543) Night Shift  
J. Lomakowski (9125) Night Shift

**Sgt. Bill Byrnes** – [wbyrnes@lansingmi.gov](mailto:wbyrnes@lansingmi.gov)

#### Team 12 – Sgt. D. Ellis #399 (272-7455) – Afternoon Shift

M. Hood-Marble (9521) Day Shift  
D. Person (9022) Day Shift  
A. Norton (9284) Afternoon Shift  
E. Larson (9525) Afternoon Shift  
E. Frechen (9280) Night Shift  
J. Hallett (9123) Night Shift  
L. Mardigian (9130) Night Shift

**Sgt. Dave Ellis** – [dellis@lansingmi.gov](mailto:dellis@lansingmi.gov)

#### Team 13 – Sgt. H. Tran - #350 (272-7430) – Afternoon Shift

D. Burke (9129) Day Shift  
K. Diehl (9340) Day Shift  
A. Krymis (9281) Afternoon Shift  
D. Hamilton (9128) Afternoon Shift  
K. Martens (9566) Afternoon Shift  
R. Backus (9308) Night Shift  
R. Smith (9300) Night Shift  
J. Spoelma (9283) Night Shift

**Sgt. Hung Tran** - [htran@lansingmi.gov](mailto:htran@lansingmi.gov)

#### School Resource

Sgt. E. Painter 272-7427 – School Sgt  
D. Manson 755-2086 – Everett HS  
J. Thomas 755-4078 – Harry Hill  
R. Anderson pager – 232-1278 – G.R.E.A.T.

#### CPO Officer

C. Frazier 272-7486 (9121) CPO  
G. Kelley 272-7486 (9410) CPO  
W. Osborn 272-7486 (9261) CPO

#### Neighborhood Watch

J. Churchill - North 483-4469  
S. Nolen - South 272-7487

#### Special Events

Leith Curtis 483-4667  
Special Operations 483-4820

### Lt. David Nosotti – 272-7451 – Night Shift

#### Team 14 – Sgt. D. Green #321 (272-7431) Night Shift

J. Wonnacott (9526) Day Shift  
T. Blount (9127) Day Shift  
S. Xiong (9024) Afternoon Shift  
R. Jack (9025) Afternoon Shift  
B. Roberts (9251) Night Shift  
B. Rasdale (9270) Night Shift  
J. Krimm (9277) Night Shift

**Sgt. Daryl Green** - [dgreen@lansingmi.gov](mailto:dgreen@lansingmi.gov)

#### Team 15 – Sgt. G. Pace #371 (272-7490) Night Shift

T. Beattie (9520) Day Shift  
D. Riedel (9274) Day Shift  
J. Moore (9330) Afternoon Shift  
M. Spoelma (9271) Afternoon Shift  
S. Bokovoy (9293) Afternoon Shift  
J. McGuire (9276) Night Shift  
K. Hein (9034) Night Shift  
R. Vargas (9462) Night Shift

**Sgt. Guy Eric Pace** – <mailto:gpace@lansingmi.gov>

#### Team 16 – Sgt. T. Ruiz #313 (272-7461) - Afternoon Shift

M. Burkhardt (9550) Day Shift  
S. Martinez (9572) Day Shift  
S. Thielen (9249) Afternoon Shift  
J. Lacross (9020) Afternoon Shift  
K. Schlager (9040) Night Shift  
A. Matthews (9124) Night Shift

**Sgt. T. Ruiz** – <mailto:truiz@lansingmi.gov>

#### Extra Drivers

J. Chamberlin (9035) Day Shift  
C. Cook (9292) Day Shift  
P. Scaccia (9575) Day Shift  
E. Pratl (K9) (9291) Day Shift  
K. Doezema (9280) Afternoon Shift  
B. Rendon (K9) (9562) Afternoon Shift  
K. Szczesny (K9) (9547) Afternoon Shift  
F. Mobley (K9) (9122) Night Shift  
B. Larabee (K9) (9319) Night Shift

#### DETECTIVE COMMAND

Sgt. T. Fabus 272-7485  
Sgt. K. Kilbourn 272-7484

#### Detectives

Det. E. Bedecs 272-7494  
Det. C. Farrell 272-7460  
Det. B. Holiday 272-7462  
Det. M. Lewandowsky 272-7480  
Det. J. Priebe 272-7458  
Det. E. Reust 272-7481  
Det. R. Reust 272-7478

#### SHIFT HOURS

Shift Hours 6:00 am to 4:00 pm  
Afternoon Shift 3:00 pm to 1:00 am  
Night Shift 8:30 pm to 6:30 am

# **HOT SPOT CARD LOCATIONS**

## **NORTH PRECINCT**

740 May St

## **SOUTH PRECINCT**

3400 S Cedar

## **NORTH**

UNION MISSIONARY BAPTIST CHURCH  
500 S MLK BLVD

WESTMINSTER PRESBYTERIAN CHURCH  
743 N MLK BLVD

PILGRIM UNITED CHURCH OF CHRIST  
125 S PENNSYLVANIA AVE

FIRST PRESBYTERIAN CHURCH  
510 WEST OTTAWA

ST. PAUL'S EPISCOPAL CHURCH  
218 W OTTAWA

ALLEN STREET NEIGHBORHOOD CENTER  
1619 E KALAMAZOO

## **SOUTH**

LANSING CHURCH OF GOD IN CHRIST  
5304 WISE RD

FAITH UNITED METHODIST CHURCH  
4301 S WAVERLY RD

REDEEMER LUTHERAN CHURCH  
2727 W HOLMES RD

REACHOUT CHRISTIAN CHURCH  
5628 WISE RD

JUDSON MEMORIAL BAPTIST CHURCH  
530 VERNON AVE

# **IMPORTANT LINKS TO LANSING NEIGHBORHOOD SERVICES**

**CITY OF LANSING**

**[WWW.CITYOFLANSINGMI.COM](http://WWW.CITYOFLANSINGMI.COM)**

**CITY OF LANSING MAYOR'S OFFICE**

**[WWW.CITYOFLANSINGMI.COM/MAYOR/](http://WWW.CITYOFLANSINGMI.COM/MAYOR/)**

**CITY OF LANSING POLICE**

**[WWW.LANSINGPOLICE.COM](http://WWW.LANSINGPOLICE.COM)**

**CITY OF LANSING FIRE DEPARTMENT**

**[WWW.LANSINGFIRE.COM](http://WWW.LANSINGFIRE.COM)**

**CITY OF LANSING CODE COMPLIANCE**

**[HTTP://PLANDEVELOPMENT.CITYOFLANSINGMI.COM/CODECOM](http://PLANDEVELOPMENT.CITYOFLANSINGMI.COM/CODECOM)**

**CITY OF LANSING PARKS AND RECREATIONAL DEPARTMENT**

**[HTTP://PARKS.CITYOFLANSINGMI.COM](http://PARKS.CITYOFLANSINGMI.COM)**

**CITY OF LANSING PUBLIC SERVICE**

**[HTTP://PUBLICSERVICE.CITYOFLANSINGMI.COM](http://PUBLICSERVICE.CITYOFLANSINGMI.COM)**

**CITY OF LANSING CITIZEN OBSERVER**

**[WWW.CITIZENOBSERVER.COM](http://WWW.CITIZENOBSERVER.COM)**

**CITY OF LANSING NEIGHBORHOOD COUNCIL**

**[WWW.LANSINGNEIGHBORHOODS.COM](http://WWW.LANSINGNEIGHBORHOODS.COM)**

## **HOME SECURITY CHECKLIST**

### **DOORS**

- |   |     |    |
|---|-----|----|
| 1. Does the door have a 180 degree peephole?  | YES | NO |
| 2. Are locks that can be opened from the outside at least 40 Inches from the glass? | YES | NO |
| 3. Are the entrance doors solid core?   | YES | NO |
| 4. Do the doors have dead bolt locks?   | YES | NO |
| 5. If hinge pins are outside, are they non-removable?                               | YES | NO |
| 6. Does the door securely fit the doorjamb?   | YES | NO |
| 7. Is the door jam tightly fastened?  | YES | NO |
| 8. Is the strike plate securely fastened to the door jam?                           | YES | NO |
| 9. Does the dead bolt extend sufficiently into the strike plate?                    | YES | NO |
| 10. Have the locks been re-keyed since you moved in?                                | YES | NO |

### **WINDOWS**

- |   |     |    |
|---|-----|----|
| 11. Are your doubled hung windows pinned?                   | YES | NO |
| 12. Do metal windows have auxiliary locks?                  | YES | NO |
| 13. Can windows which are open for ventilation, be secured? | YES | NO |
| 14. Do basement windows have auxiliary locks?               | YES | NO |
| 15. Do curtains or drapes fully cover windows?              | YES | NO |
| 16. Is the window conditioner secured from the inside?      | YES | NO |

### **GARAGE**

- |   |     |    |
|---|-----|----|
| 17. Does the door close tightly?                                  | YES | NO |
| 18. Does the overhead door have a track padlock?                  | YES | NO |
| 19. Is the padlock of high quality?                               | YES | NO |
| 20. Is the hasp of high quality, with no screws showing?          | YES | NO |
| 21. Do you keep the overhead door closed and locked at all times? | YES | NO |
| 22. Do you remove vehicle keys when the garage is locked?         | YES | NO |
| 23. Can the garage light be turned on from inside the house?      | YES | NO |

**EXTERIOR**

- |  |     |    |
|--|-----|----|
| 24. Do you belong to a Neighborhood Watch Program?                                       | YES | NO |
| 25. Are your shrubs cut below window level?  | YES | NO |
| 26. Are tree limbs cut above window level?   | YES | NO |
| 27. Is your address number visible from the street?                                      | YES | NO |
| 28. Can your mailbox be locked?  | YES | NO |
| 29. Is the front door area well lit?   | YES | NO |
| 30. Is the back door area well lit?  | YES | NO |
| 31. Are bicycles, mowers, power tools, or ladders kept inside or in a locked area?       | YES | NO |
| 32. Have you recorded serial numbers or engraved property with your identifying numbers? | YES | NO |

**VACATION**

- |  |     |    |
|--|-----|----|
| 33. Do you stop deliveries?  | YES | NO |
| 34. Did you notify the Lansing Police Department?                                | YES | NO |
| 35. Do you have a trusted friend or relative check your home while you are away? | YES | NO |
| 36. Is your yard mowed or snow removed while you are away?                       | YES | NO |
| 37. Do you set your lights on timers while gone?                                 | YES | NO |

**ADDITIONAL CRIME CHECKS**

- |   |     |    |
|---|-----|----|
| 38. If you have a handgun, is it secured?   | YES | NO |
| 39. Do you keep your cash at the bank?  | YES | NO |
| 40. Is your homeowner's policy up to date?  | YES | NO |
| 41. Do you have a list of all your valued property, credit cards, and serial numbers? | YES | NO |
| 42. Do you keep the list in a safe place?   | YES | NO |
| 43. Did you update your alarm system and have a yearly check?                         | YES | NO |
| 44. Do you hide your valuables in a location in your home?                            | YES | NO |
| 45. Did you announce that you live at home alone or are leaving for vacation?         | YES | NO |

**\*\*\*\*\*THIS CHECKLIST IS FOR YOUR OWN PRIVATE USE ONLY\*\*\*\*\***

## INVENTORY RECORD OF YOUR VALUABLES

ID NUMBER USED-----

ITEM	MAKE MODEL	SERIAL NUMBER
TV		
DVD PLAYER		
RADIO		
SCANNER		
COMPUTER		
MICROWAVE		
AIR CONDITIONER		
STOVE		
FRIDGE		
FREEZER		
DISHWASHER		
COMPUTER ACCESSORIES		
BICYCLE		
LAWN MOWER		
ELECTIC DRILL		
ELECTRIC SAW		
ELECTRIC SANDER		
OTHER POWER TOOLS		
SPORTS EQUIP		
JEWELRY ITEM		
JEWELRY ITEM		
TYPEWRITER		
CAMERA		
CAMCORDER		
WATCHES		
GUNS		
PHONES		
DVDS		
CD'S		



## **25 COOL MEETING TOPICS**

- 1. STRATEGIC PLANNING**
- 2. OBSERVATION SKILLS**
- 3. REPORTING SUSPICIOUS ACTIVITIES**
- 4. TARGET HARDENING FOR YOUR HOME**
- 5. CAR SEAT SAFETY**
- 6. SAFE WINTER DRIVING**
- 7. SENIOR DRIVING TIPS**
- 8. TEENAGE DRIVING SAFETY**
- 9. IDENTITY THEFT PREVENTION**
- 10. SENIOR FRAUD PREVENTION**
- 11. EMERGENCY PREPAREDNESS**
- 12. HOME FIRE SAFETY**
- 13. BICYCLE RODEO**
- 14. HOUSING CODE AWARENESS**
- 15. WHAT TO DO ABOUT A DRUG HOUSE**
- 16. NEIGHBORHOOD PROBLEM SOLVING**
- 17. CHILD ABDUCTION PREVENTION**
- 18. HOLIDAY SAFETY**
- 19. GUN SAFETY**
- 20. HOW TO INCREASE YOUR PROPERTY VALUE**
- 21. DEALING WITH RENTAL HOUSING**
- 22. PERSONAL SAFETY**
- 23. PREPARING A 3-DAY KIT**
- 24. INTERNET SAFETY**
- 25. HOW TO REACH OUT FOR HELP IN THE CITY OF LANSING**

Neighborhood

Watch



*Making Lansing safer, one block at a time*

**RELATIONSHIP BUILDING**

**ACTIVITIES FOR YOUR NEIGHBORHOOD WATCH**

**BACKYARD BARBEQUE**

**COOKIE EXCHANGE**

**DECORATE LIGHT POLES**

**PARK CLEAN UP**

**HOLIDAY LIGHTING CONTEST**

**LUMINARIES**

**PROGRESSIVE DINNERS**

**ART GROUPS**

**EXERCISE / WALKING GROUPS**

**PLANTING FLOWERS**

**“BOO BAGS”**

**WELCOMING NEW NEIGHBORS**

**WORKING WITH REALTORS**

**RESPONDING TO DEATHS, BIRTHS, GRADUATIONS,**

**TRAGEDIES, ECT.....**

**HOST A PARTY FOR YOUR POLICE TEAM**

**POTLUCK DINNERS**

**BLOCK PARTIES**

**ICE CREAM SOCIALS**

**ADOPT YOUR PARK**

**Neighborhood**

**Watch**



*Making Lansing safer, one block at a time*

## **TIPS FOR INCREASING PARTICIPATION IN** **NEIGHBORHOOD WATCH**

### **STOP THINKING OF NEIGHBORHOOD WATCH ONLY IN TERMS OF A 'CRIME PROGRAM'**

Neighborhood Watch can be a way of life! Watch activities are only limited by your imagination. Neighborhood Watch can be a tool for improving the quality of life on your block.

### **CONSIDER THE SIZE OF YOUR WATCH**

It is easier to organize and motivate small groups of people rather than larger groups.

### **ASK QUESTIONS**

Find out what your neighbors want. What common themes connect you?

### **PLAN A VISIBLE ACTIVITY**

(ribbons on street posts, luminaries, clean up) Such an activity can be done by a small number of people, but it can raise awareness among neighbors that something is happening.

### **PLAN A MEETING WITH A COOL SPEAKER**

Consider what topic might be of interest to many people in your neighborhood and arrange for a guest speaker. Your neighborhood watch officer can help with this. Once you have people gathered, take the opportunity to announce your next activity planned!

### **IDENTIFY A NEED IN THE NEIGHBORHOOD AND ORGANIZE A RESPONSE TO IT**

The goal is to bring people together for a common good. You might do a yard cleanup for an elderly neighbor or plant flowers in a common area.

## **CREATE A STRATEGIC PLAN**

If your neighborhood watch does not have goals that provide direction, the result will be a flurry of activities that have little purpose. Ultimately this will lead to inactivity. A strategic plan can provide direction and longevity for your watch.

## **DON'T GO AT IT ALONE**

There are lots of people for you to turn to for help with your neighborhood watch. Neighborhood Watch Officers are available to answer questions and help create problem solving strategies. Do not hesitate to call them. The neighborhood watch advisory board members are experienced coordinators who are also available to help your Watch succeed.

## **DO SOMETHING FUN!**

This doesn't have to be something elaborate or expensive. Do something easy....even if it only draws a few neighbors. It can help get the ball rolling.

## **DO SOMETHING EASY**

If your area has a lot of problems that need to be addressed, start with something easy that you know can be resolved quickly (e.g. having street lights repaired). This will show your group that they can get results. Your neighborhood watch officer can help you develop a plan.

## **CREATE AN UPBEAT AND EXCITING NEWSLETTER TO RE-INTRODUCE NEIGHBORHOOD WATCH**

Hand out a newsletter as you go door-to-door to update your phone tree.

## **TERM LIMIT COORDINATORS**

No one wants to be the neighborhood watch coordinator for life! Consider limiting the coordinator's position to a two year term and work to identify someone who will take over at the end of that time.

**Neighborhood**

**Watch**



*Making Lansing safer, one block at a time*

<b>EMERGENCIES</b>	<b>9 1 1</b>
<b>ANIMAL CONTROL</b>	<b>676-8370</b>
<b>ASSESSOR'S OFFICE</b>	<b>483-7624</b>
<b>BOARD OF WATER AND LIGHT</b>	<b>702-6006</b>
<b>BUILDING SAFETY</b>	<b>483-4355</b>
<b>CITY ATTORNEY</b>	<b>483-4320</b>
<b>CITY COUNCIL</b>	<b>483-4177</b>
<b>CODE COMPLIANCE</b>	<b>483-4361</b>
<b>CONSUMERS ENERGY</b>	<b>800-477-5050</b>
<b>FIRE DEPT NON EMERGENCY</b>	<b>483-4200</b>
<b>GARBAGE/COMPOST/RECYCLE</b>	<b>483-4400</b>
<b>GRAFFITI HOTLINE</b>	<b>483-4624</b>
<b>HEALTH DEPARTMENT</b>	<b>887-4300</b>
<b>HEALTH RELATIONS</b>	<b>483-4477</b>
<b>INCOME TAX/TREASURER</b>	<b>483-4121</b>
<b>INGHAM COUNTY CLERK</b>	<b>676-7201</b>
<b>LANSING NEIGHBORHOOD COUNCIL</b>	<b>372-6290</b>
<b>MAYORS OFFICE</b>	<b>483-4141</b>
<b>NEIGHBORHOOD WATCH NORTH</b>	<b>483-3369</b>
<b>NEIGHBORHOOD WATCH SOUTH</b>	<b>272-7487</b>
<b>PARKS AND RECREATION</b>	<b>483-4161</b>
<b>POLICE NON EMERGENCY</b>	<b>483-4600</b>
<b>PUBLIC SERVICE</b>	<b>483-4455</b>
<b>SEWERS/STREETS/SIDEWALKS</b>	<b>483-4161</b>
<b>TRANSPORTATION</b>	<b>483-420</b>
<b>PLANNING DEPARTMENT</b>	<b>483-4060</b>

# Suspect Identity Chart

Sex:\_\_\_\_\_Age\_\_\_\_\_Height\_\_\_\_\_Weight\_\_\_\_\_

Body build(slight, heavy, posture, proportions, etc.)\_\_\_\_\_

\_\_\_\_\_

Race or nationality (if known)\_\_\_\_\_

Face (shape, bone structure, complexion)\_\_\_\_\_

\_\_\_\_\_

Eyes (narrow, wide-set, deep-set, color)\_\_\_\_\_

Nose (long, short, broad, narrow, etc.)\_\_\_\_\_

Chin (square, dimpled, pointed, etc.)\_\_\_\_\_

Beard or mustache\_\_\_\_\_

Other identifying characteristics (scars, moles, etc.)\_\_\_\_\_

\_\_\_\_\_

Hair (color, style, texture)\_\_\_\_\_

Ears (noticeable shape, size prominently sticking out)\_\_\_\_\_

Identifying marks (scars, tattoos, birthmarks, etc.)\_\_\_\_\_

\_\_\_\_\_

Identifying actions (mannerisms, walking style, speech patterns,  
left or right handed)\_\_\_\_\_

\_\_\_\_\_

Weapons or equipment used\_\_\_\_\_

Identifying comments (mention of names, places, dates, etc)\_\_\_\_\_

\_\_\_\_\_

## Clothing:

Hat\_\_\_\_\_Coat/Jacket\_\_\_\_\_Shoes\_\_\_\_\_

Shirt\_\_\_\_\_Pants\_\_\_\_\_Socks\_\_\_\_\_

## Vehicle:

Make\_\_\_\_\_Model\_\_\_\_\_Year\_\_\_\_\_

Color\_\_\_\_\_Dents/Marks\_\_\_\_\_Tag No.\_\_\_\_\_

Direction of Travel\_\_\_\_\_



PROTECT YOURSELF! START A NEIGHBORHOOD  
WATCH IN YOUR AREA!

